

Syllabus Policy FAQs

General Information

Q: How will the syllabi be made public?

A: Syllabi will be available through a public-facing website accessible to anyone. Access is not limited to individuals with App State credentials. Public availability is required under university policy.

Q: What formal or written mechanisms are in place to protect faculty from doxing, harassment, or similar concerns?

A: Faculty Senate has published guidance related to media interactions and doxing concerns. This resource was developed collaboratively by University Communications, Academic Affairs, and the Office of General Counsel and is available through the Faculty Senate website.

Q: Given that multiple faculty members may teach the same course, how will differences in texts, assignments, grading methods, or instructional approaches be handled?

A: Each instructor is responsible for completing and submitting syllabus information for their respective course section(s). This allows course-specific information to be accurately represented.

Syllabus Content

Q: What grading terminology should be used in the syllabus?

A: Faculty should use consistent grading terminology throughout the syllabus. Instructors may use standard labels (e.g., quizzes, exams, assignments) or course-specific terminology, provided the terminology is applied consistently.

Q: How should required textbooks be listed?

A: All required textbooks for purchase or through the App State Textbook Rental program should be listed. There is an effort to autopopulate textbooks rented through the university rental system.

Q: Where can faculty receive assistance with syllabus language, learning objectives, or instructional best practices?

A: Faculty should consult CETLSS for guidance related to syllabus language, learning objectives, course design, and instructional best practices.

Q: I use an alternative grading system. How should I enter grading information?

A: Faculty using alternative grading systems should contact CETLSS for assistance with entering grading information into the Qualtrics form.

Syllabus Submission Process

Q: Can I save my work and return to the Qualtrics form later?

A: Yes. The Qualtrics form allows users to enter, save, and revise information multiple times before final submission.

Q: Will I receive confirmation after submitting my syllabus information?

A: Yes. Confirmation emails and copies of submitted responses are automatically distributed following submission.

Q: I submitted my syllabus but have not received a confirmation email. What should I do?

A: Confirmation emails and copies of submitted responses may take up to one hour to arrive. If you do not receive a confirmation after that time, contact IRAP for assistance.

Editing and Updating Syllabi

Q: What if I need to make changes to my syllabus after it has been submitted?

A: Faculty are responsible for updating their submission if material changes occur after submission to ensure the public-facing syllabus remains accurate and current.

Q: How will changes to a syllabus during the semester be handled?

A: The university is currently finalizing the technical process for ongoing updates. Conceptually, faculty will be able to update their syllabus throughout the semester. Faculty will receive an update link, and the process for using that link over time is currently being tested.

Q: My one-time edit link has expired or already been used. How can I make changes?

A: Contact IRAP (irap@appstate.edu) to request a new editing link.

Instructor Assignments and Routing

Q: What happens if the instructor assignment for a course changes?

A: IRAP will manually update the syllabus system by comparing course assignments in Banner. When instructor assignments change, new syllabus submission links will be issued as needed.

Q: How are syllabus submission links distributed to adjunct instructors?

A: Submission links are sent directly to adjunct instructors who have App State email access.

Q: Can syllabus submission links be sent to someone other than the instructor?

A: Yes. Departments may request that submission links be routed to program directors or department chairs rather than individual instructors by contacting IRAP, Rick Sears, or Jamie Parson.

Additional Assistance

Q: Who should I contact if I have questions about the syllabus submission process?

A: For technical questions related to submission links, editing access, or routing requests, contact IRAP. For questions related to syllabus content, learning objectives, grading structures, or instructional practices, contact CETLSS.